

APPENDIX A

DEPARTMENT OF THE ARMY FAMILY MEMBER PRIORITY PLACEMENT PROGRAM

(Program F)

A. APPLICATION

This appendix applies only to current Department of the Army (DA) employees who are family members (FM) of DA civilian or military personnel including Army National Guard and to activities of DA when filling competitive service positions within the 50 United States. The 50 United States includes Alaska, Hawaii, and the District of Columbia. *

B. PURPOSE

This appendix prescribes policies and procedures for the systematic referral of eligible DA employees whose DA sponsor is involved in a permanent change of station (PCS) .

C. ELIGIBILITY

1. Conditions. Current DA employees on career or **career-**conditional appointments (or excepted service employees with personal career **or** career-conditional status) , who are FM(s) and desire to PCS from one DA activity to another DA activity within the United States are eligible for registration and referral when their DA civilian or DA military sponsor:

a. PCSS within the 50 United States.

b. Makes a PCS overseas on an unaccompanied tour and the DA FM wishes to PCS within the United States; or upon sponsor's return from an overseas unaccompanied tour, FM wishes to relocate from within the United States to sponsor's new United States duty station.

c. PCSS overseas; DA FM could accompany sponsor but chooses to remain in the United States for reasons considered beneficial to the family, and wishes to PCS (e. g., near family) within the United States.

d. Retires (or service term has expired for military sponsor) and family will PCS to retirement destination.

e. Is on temporary assignment (service schools, developmental assignments, etc.) for 9 months or longer and may have either permanent or temporary orders .

f. Is making a PCS but travel expenses are not being paid by the government.

g. Is a temporary DA employee and is selected for a permanent position at another Army duty station with no break in service.

h. Is assigned to a DOD activity, the FM is a DA employee and there is a DA activity in the commuting area.

i. Is a DA reservist called to active duty or a civil service reemployed annuitant if the assignment is for 9 months or more..

Family members for purpose of this program are spouses; unmarried children, stepchildren, adopted children, and those under the legal guardianship of the employee or spouse, who have not reached their 23rd birthday; and parents, stepparents, or legally adoptive parents of the employee or spouse who are at least 51 percent dependent on the employee for support.

- * 2. Duration. Eligible employees will be registered for a maximum of 1 year. This eligibility is applicable regardless of whether leave without pay continues beyond 90 days if the last period of employment was with DA. Registration will occur within 7 working days after arrival at the new station. Employees who do not report for registration within 7 working days of arrival at the new duty station are subject to forfeiture of eligibility. Limited exceptions to this 7-day reporting date requirement will be determined and granted by the gaining Civilian Personnel Office, based on valid emergency or other extenuating circumstances.

D. REFERRAL PLAN - RESPONSIBILITIES

1. Losing Activity. The losing activity will:

a. Confirm registration eligibility upon receipt of copy of sponsor's PCS orders.

b. Select the servicing activity which will be:

(1) the servicing DA activity where sponsor is reassigned

(2) the nearest DA servicing activity in the commuting area of the new duty station

(3) the DoD activity which services the DA activity to which sponsor is assigned

(4) the DA activity in the commuting area when:

(a) the FM remains in the United States and chooses to relocate while the sponsor PCS's overseas (O/S) on an unaccompanied tour.

(b) the FM chooses to remain in the United States while the sponsor PCS' s O/S.

(c) t'he sponsor retires and FM accompanies sponsor with a PCS to retirement destination.

(d) the FM accompanies sponsor on a temporary assignment.

c. Counsel the family member on:

(1) provisions of the Priority Placement Program

(2) his/her responsibility to contact the servicing DA CPO and register within 7 working days of arrival

(3) the importance of keeping registration data current.

d. Assure that the employee reads and signs the letter "PPP Registration of DA Family Member" (Page A-5) to indicate agreement with the proposed date of arrival and understanding of the 7 working day registration requirement.

e. Complete the SF 75 and the Registration Form, DD 1817. The Registration Form will be completed according to Chapter 8, with the following modifications:

(1) Element (02) Enter F

(2) Element (03) Leave Blank.

(3) Element (44) Leave Blank.

(4) Element (45) Leave Blank.

(5) Element (64) , Individual Activity Selections, will be coded to limit registration to Army and Army National Guard activities in the immediate commuting area of the selected servicing CPO for which FM indicates availability. *

f. Approve an initial grant of 90 days of Leave Without Pay (LWOP) . Request for extension should be considered in accordance with CPR 990-2, Book 630. S12 to give the employee the full 1 year registration at the new duty station identified in D1b above. The intent is to afford the employee adequate LWOP to accommodate reasonable leave requests, enroute, prior to arrival at new duty station. The 12 month registration period begins at the time of registration by the identified servicing CPO. *

g. Immediately notify selected servicing CPO by forwarding completed form letter (Page A-5) containing date of departure of family member/employee, proposed date of arrival at the new DA servicing CPO, and signed employee statement. One copy of DA sponsor's PCS orders will be forwarded as an enclosure to the letter.

2. Employee (Family Member) . The employee will:

a. Present a copy of sponsor's PCS orders to losing activity to confirm registration eligibility.

b. Handcarry the DD Form 1817 and SF 75 to the registering servicing CPO identified in D1b above.

c. Register within 7 working days of arrival at new duty station to assure receiving the entire referral entitlement.

Employees who report after the 7 working days time period will forfeit registration eligibility unless an exception is granted (as provided in paragraph C2 above) .

d. Advise the registering office at the new duty station of any change to data contained in DD Form 1817.

3. Designated Registering Activity. The registering CPO of the DA FM will:

a. Fill in Element (03). Assign registering activity **code**.

* b. Fill in Element (44) . Separation Date will be the beginning date of the individual ' s 1 year registration period.

* c. Fill in Element (45). Release Date will be the expiration date of **the** 1 year registration period.

* d. Complete the registration form DD 1817 by registering the eligible employee as Priority 3 for a full **1** year period. The employee will be referred to those DA activities in the commuting area which list positions matching the skills and abilities possessed by the registrant and for which the registrant indicates availability.

e. Inform employee that acceptance or declination of a valid offer will result in deletion from the program.

f. Forward the DD Form 1817 to the Defense Data **Support** Center (**DDSC**) .

g* Retain the employee's SF 75 and Priority Placement Program registration records, and letter entitled "PPP Registration of DA **Family Member**" , including attachment in an employee name file.

h. Submit file maintenance to keep data current.

i. Relay placement offers.

j. Delete registrants upon acceptance or declination of a valid offer.

k. If placement is made, assure that copy of **employment** SF 50 is promptly forwarded to losing activity to preclude processing of resignation action.

1. Return DD 1820 Report Action promptly to DDSC so that the effectiveness of this program can be accurately monitored.

**NOTIFICATION FOR GAINING CPO
AND EMPLOYEE CONFIRMATION OF COUNSELING**

SUBJECT: PPP Registration of DA Family Member - _____
name

TO: Servicing CPO

1. _____ currently employed as _____
name Title, Series Grade
is a **DA Family Member** eligible for priority 3 registration and
referral as provided in DoD Program for Stability of Civilian
Employment, DoD 1400.20-1-M, Appendix A. A copy of PCS orders of DA
sponsor is attached for confirmation of this eligibility and your
record keeping purposes. He/she will leave this duty station in LWOP
status not to exceed _____ on _____.
date

2. This employee has been counseled regarding the provisions of this
entitlement (see statement below) . DD Form 1817 has been partially
completed and he/she will **handcarry** DD 1817, SF 75 and will arrive at
your" office for registration on or before _____.
date

(signature - losing CPO Rep)

For Registering Employee:

I have been counseled regarding the provisions of the DoD Program for
Stability of Civilian Employment, DoD 1400.20-1-M. I agree that the
above proposed date of arrival is correct and I understand that if **I**
do not register within seven (7) working days of the above arrival
date, I will forfeit my registration eligibility.

(signature of employee)

1 Encl
PCS Orders

(Authorized for local reproduction)

Figure A-1. Sample letter, notification for gaining activity CPO and
employee confirmation of counseling.